

**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All vendors who meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision performers, artists and exhibitions of cultural, educational and entertainment purposes for special programs and events for County Departments.

**2.2 TERM OF CONTRACT: SIXTY (60) MONTHS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

**2.3 METHOD OF AWARD: PRE-QUALIFICATION OF BIDDERS**

Bidders shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

**2.3.1 Minimum Requirements:**

Per County Ordinance No. 10-47, engagement performers, honorariums or trainers are exempt from completing the standard vendor registration process, as stipulated in Section 1, Para. 1.2-B, of the General Terms and Conditions.

However, in order to be considered to participate in the pre-qualification pool, Bidders must meet the minimum qualifications as stipulated herein. The County may, at its sole discretion and in its best interest, allow the Bidder(s) to provide the required documents during the bid evaluation period.

Miami-Dade County's user departments is responsible for attaining the minimum requirements stipulated below:

1. Bidders must submit a completed W9, Request for Taxpayer Identification Number and Certification number (Exhibit A).
2. Bidders must submit completed Business Entity/ Information Form (Exhibit B).

3. Prior to the commencement of any work Bidders must complete a Proposal of Event (Exhibit C), specifying the work to be performed and specific terms and conditions for that specific agreement with the individual vendor/ performing the work.

NOTE: Formal agreements with the Bidder(s) are executed by the user departments. Internal Service's Procurement Management will complete the registration process and will add bidders(s) to the pre-qualification pool to allow for payment. User departments shall provide copies of all completed exhibits to the point of contact stipulated in the cover page of this Invitation To Bid.

## **2.5 PRICES**

The Bidder's price as proposed in their Proposal of Event shall remain fixed and firm during the term specified in the individual agreement.

## **2.6 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES**

The Bidder (s) shall submit an invoice(s) to the County user department(s) after purchase/ performance has been completed. Submittal of these periodic invoices shall not exceed fifteen (15) calendar days from the completed work/ performance. Under no circumstances shall the invoices be submitted to the County in advance of the acceptance of services by the County.

All invoices shall contain the following basic information:

### **I. Vendor Information:**

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

### **II. County Information:**

- Miami-Dade County Release/ Purchase Order Number

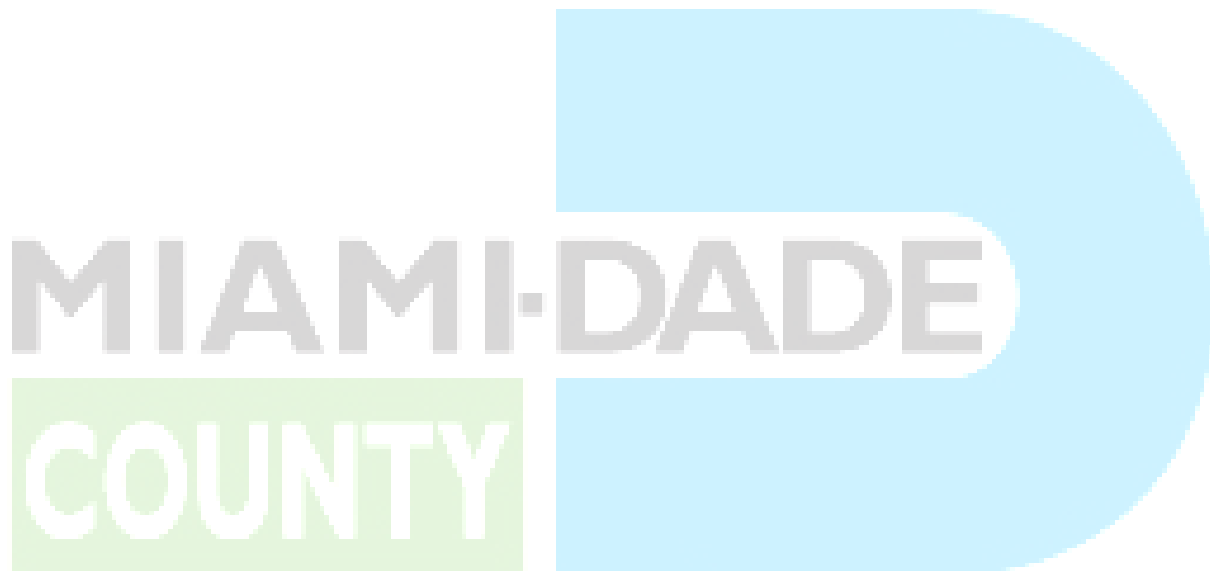
### **III. Pricing Information:**

- Description, location and Price of services provided
- Applicable discounts

**2.7 CRIMINAL BACKGROUND CHECKS**

Criminal Background checks may be required depending on the on the type of event and/or audience expected. The County, at its own discretion, may require performers to provide a recent criminal back ground check report. The background check must be conducted by a governmental law enforcement agency.

In instances were a criminal background check is required, the awarded Bidder shall be responsible for paying all costs associated with the background checks and must provide a copy to the County prior to the commencement of any performances.



**SECTION 3 – TECHNICAL SPECIFICATIONS****3.1 SCOPE OF WORK**

This contract is used by the Miami-Dade Public Library System (MDPLS) and Miami-Dade Aviation Department (MDAD) for performers, artists, arts consultants, and exhibitions and exhibition-related services. The presentations and exhibits provide community access to free special programs, cultural events and high quality art. These services will support MDPLS's mission to improve public library services by heightening the library's visibility in the community, cultivating broader community involvement and support, and encouraging visual and cultural literacy.

Similarly, these services supports MDAD's mission to humanize and enrich the airport environment. MDAD will utilize the contract for the commission of contemporary artwork and the presentation of exhibitions that communicate culture, environment and art resources of an international scope with special emphasis on those areas served by Miami International Airport. MDPLS/MDAD utilizes the contract to procure art and art installation services, historical or arts conservation services, digitization and preservation of art objects for Miami-Dade Public Library System and Miami International Airport.

A selection committee composed of MDPLS/MDAD staff and arts and culture representatives from the community conduct extensive market research to identify and select companies and individuals offering distinct art exhibits and cultural and arts-related services. Through this contract, the County can procure art exhibits, artists, and arts related professionals and services which are unique in nature and cannot be acquired through the County's traditional procurement process.

**3.2 SERVICES TO BE PROVIDED**

The bidder is required to provide all required materials to perform special activities and other services as described in Section 3.3 and as deemed necessary by the Miami Dade County Library and the Miami-Dade Aviation Department. The activities include but are not limited to exhibitions, presentations, cultural programs, and services for special programs and events involving adults, teens, children, and persons with disabilities.

- a. Successful bidder(s) must provide own transportation to and from event sites.
- b. Successful bidder(s) must supply their own materials and supplies for the activities and performances.

Services may be provided by curators, historians, educators, community organizers, scholars, storytellers and literacy professionals, and artists working in all media, including but not limited to painting, drawing, sculpture, book art, printmaking, textile art, installation art, video, film, performance art, and sound art.

**3.3 TYPES OF PROGRAMS & EVENTS****a. Exhibitions:**

Exhibitions will include, but are not limited to, contemporary art, material culture, folk art, and art education (for example, exhibitions of student work organized by teachers or

other educators), as well as exhibitions in the humanities about literary, historical, cultural, and interdisciplinary topics.

**b. Performances:**

Including but not limited to musical, theatrical, dance, spoken word, folkloric, multi-genre, and multimedia performances, puppet shows, and fashion shows by dancers, choreographers, actors, musicians, conductors, vocalists, designers, and other performing artists.

**c. Support Services:**

Including but not limited to preparers, installers, exhibition designers, arts professional services, arts conservators and preservationist, fine art frame designers, sound technicians, projectionists, industrial and graphic designers, fabricators, carpenters, sign makers, and other audiovisual and technical consultants.

**d. Literary Presentations:**

Including but not limited to author readings and lectures, storytelling, author/character appearances, panel discussions, and other programs provided by writers, editors, storytellers, scholars, poets, performers, and other literary professionals.

**e. Educational Presentations:**

Including but not limited to games, workshops, classes, interactive activities, demonstrations, and lectures by authors, entertainers, teachers, artists, culinary professionals, researchers, performers, composers, and other arts, cultural, and education professionals.

**f. Film Presentations:**

To be provided by filmmakers, organizers, directors, curators, archivists, educators, entertainers, and others.

**g. Additional Types of Entertainment:**

Clowns, stilt walkers, face painters, dancers, puppeteers, makers of balloon characters, children's book character actors, professional impersonators, etc.

**h. Children's Amusement:**

Furnish to site – pony rides, moon walk, bounce house, art/program supplies, etc.

**i. Other:**

Other related services and performances as necessary.